

**NONAPPROPRIATED FUND POSITION  
MORALE WELFARE AND RECREATION DEPT.  
NEWPORT, RHODE ISLAND 02841  
MERIT PROMOTION PROGRAM  
VACANCY ANNOUNCEMENT**

EQUAL OPPORTUNITY EMPLOYER

**POSITION:** SOUS CHEF  
NF-1101-02-00  
**DATE OPENED:** 1 JUNE 2004

**ANNOUNCEMENT NO.** NAVSTA NPT 033-04  
**CLOSING DATE:** OPEN UNTIL FILLED

**LOCATION:** COMMISSIONED OFFICERS  
NAVAL STATION NEWPORT  
NEWPORT, RHODE ISLAND 02841

**AREA OF CONSIDERATION:** OPEN

**NOTE:** ONE FULL TIME POSITION (35-40 HOURS)

**DUTIES:** ASSISTS THE EXECUTIVE CHEF IN THE CREATION AND LEADERSHIP OF A TEAM OF COOKS AND DISHWASHERS BY HIRING, EVALUATION, ORGANIZING, TRAINING AND DISCIPLINING. ASSIST IN THE DEVELOPMENT OF MENUS, WORK SCHEDULES, STANDARDIZED RECIPES AND CLEANING CHECK LIST. ADMINISTRATION OF CONTROL METHODS FOR PURCHASING, RECEIVING, STORAGE, ISSUING AND EQUIPMENT MAINTENANCE. ESTABLISH CONTROLS TO PREVENT PILFERAGE, SPOILAGE AND WASTE. PLAN, SUPERVISE, DIRECT AND ASSIST IN PARTICIPATION IN THE COOKING OF FOOD ITEMS. ENSURE THE QUALITY AND VARIETY OF FOODS AND DISHES. ALSO THAT FOOD PREPARATION IS ECONOMICAL AND TECHNICALLY CORRECT ENSURING THE FOOD DEPARTMENT IS A PROFITABLE OPERATION.

**QUALIFICATIONS:** AN ASSOCIATES OF ARTS (AA) DEGREE IN CULINARY ARTS WITH A MINIMUM OF ONE YEAR COOKING EXPERIENCE IN A HIGH VOLUME KITCHEN OR A MINIMUM OF FIVE YEARS COOKING EXPERIENCE IN A HIGH VOLUME KITCHEN WITH A PROVEN ABILITY TO SUPERVISE COOKS AND DISHWASHERS.

**MILITARY SPOUSE EMPLOYMENT PREFERENCE:** BEST-QUALIFIED CANDIDATES ELIGIBLE FOR SPOUSE EMPLOYMENT PREFERENCE (SEP) WILL BE REFERRED FOR PRIORITY CONSIDERATION AND EMPLOYMENT PREFERENCE.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTORS.

SELECTEE WILL BE REQUIRED TO PARTICIPATE IN THE DIRECT DEPOSIT ELECTRONIC FUND TRANSFER PROGRAM WHICH IS THE STANDARD METHOD OF PAYMENT WITHIN MWR FOR PAY OF PERSONNEL.